

## Building and Property Maintenance

Members – Council: Bob Morano  
Jennie Guida  
Members – Non-Council: John Deane  
Jason Adams  
Clergy Member: Tony Russo

Meeting Date: Sunday, 2/9/2020, 9:30 AM Gathering Room

Date of next meeting: Sunday, 3/8/2020 9:30 AM Gathering Room

**Objectives:** Maintain and improve the security, appearance and functionality of the facility that is Saint Matthew's Church. Goal for 2020 complete a minimum of 5 projects.

Projects:

1. **Sound Proof Doors:** (Between the Sanctuary and the Gathering Room)
  - a. Bob spoke with Jason Adams about this on 1/29/2020.
  - b. Deacon Tony has a contact and is going to get us an estimate for next meeting or sooner.
2. **Completion of the paneling behind the tabernacle.**
  - a. Jason has taken measurements on this.
  - b. Jason will also compile some cost estimates on this. Preliminary estimates put this in the \$300 to \$500 cost zone with a 1 to 2-day time to completion. Jason will confirm this before the next meeting.
3. **Banner:** John Deane is to get us an estimate on this.
  - a. This is a banner advertising Saint Matthews with adequate contact information to be used in parades or at booths for events such as Tustin Tiller days.
  - b. Input from the CPRM ministry indicates this should be 6 feet long.
  - c. We need a cost estimate on this.
4. **Security Cameras?**
  - a. Jennie still has contacts within the industry.
  - b. Jennie will get us an estimate before our next meeting. She mentioned a name, Ken Weir.
  - c. The donated cameras are 680 dp and they require cabling. To move forward with these we would be spending money on older and inferior technology.
  - d. We have identified the locations.
    - i. In the corner of the Gathering Room.
    - ii. On the outside in the corners covering the entrance doors.
    - iii. In the Sanctuary Covering the altar and the doors.
    - iv. In the offices covering the doors and the halls.
    - v. Total number of cameras put at 6 to possibly 8.
5. **Sanctuary Seating charts.** Need to be updated and supported with photography. This project spills over onto the Liturgy Ministry. However, there are safety concerns.
  - a. To be covered at the next meeting.

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6. An **alarm system** was mentioned in one of the previous reports. Before moving forward with a project, this it needs to be discussed with the security firm that covers the complex.
  - a. John gave us the security firm name. PacWest Security: 714-429-1300
  - b. Bob to check with Kathryn on this to see if she is aware of any other concerns.
7. Deacon Tony put together a list of items involved in an **office rehab**. He will type this up and circulate it.
8. **Form for maintenance items:** Bob Morano has a straw man.
  - a. Should include source, cost, timing, priority, review and approval (who needs to approve one that we (the council) believe is ready to go.
  - b. Can we proceed with a document that addresses all these items?

### Completions

1. **Altar area rehab?** Jason Adams completed this December 2019
2. **Tile repairs:** Jason completed these in Feb. 2020